

APPENDIX B-146

PURCHASE REQUEST CONTROL CARD

1. This transaction is used in the control of PRs. Six prepunched cards in DIC YPW format are furnished with each computer generated PR. DIC YPW is submitted to the system at various times during the procurement cycle to provide pertinent data for the control of PRs. (See DLA Form 732.)

2. DIC YPW transactions are used within DSO to reflect reinstatement of a PR to DP&P and/or to reflect the forwarding (charging/returning) of the PR to another directorate. DIC YPW transactions apply to computer generated PRs routed directly to DSO, those PRs routed directly to DP&P, and Walk-Thru PRs. In addition, DIC YPW transactions are used by DP&P personnel to record the following data in the Active Purchase Request File (APRF):

- a. Buying Branch responsible for procurement action.
- b. Buyer responsible for procurement action.
- c. Date PR solicitation was issued or will be opened.
- d. If PR must be sent to another directorate/activity for processing, the Date of Return, the directorate/activity to which PR was returned, and the reason for return may be recorded in the file.
- e. Reinstatement of PR upon return to Procurement from another directorate.

3. In preparing this input document, only those fields which are pertinent to the action are completed. Elements previously recorded may be changed by entering the new element.

a. The following instructions for the preparation of a DIC YPW transaction apply when DSO is reinstating the PR to DP&P and the PR was originally output to DSO. These instructions also apply to exception type direct delivery documents routed to DSO from the system.

(1) Since these PRs are charged to DSO when they are output by the system, a DIC YPW card for reinstatement must be prepared. However, under these situations, the DIC YPW transaction, charging the PR to DP&P, will not be input to the computer by DSO personnel. After preparing the DIC YPW card as instructed in subparagraph (2) below, the card will be placed into the envelope containing the other DIC YPW cards attached to the PR and forwarded to DP&P. DP&P will input this card after annotating the buyer/branch code.

(2) The following data element must be input on the DIC YPW card before forwarding to DP&P. Pos. 1-3 (YPW) and 5-18 (PR Number) are prepunched on the card:

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
PR Reinstate Date	62-66	Enter the date the PR was reinstated to DP&P by DSO. This date cannot be greater than the cycle date nor more than six days prior to the cycle date. If the DIC YPW PR Reinstate Date is equal to or less than the DIC YPW PR Return Date, the DIC YPW will reject to the appendix F-228, Update Reject List, with the message: Return Date not Earlier than Reinstate. If the DIC YPW PR Reinstate Date is greater than the DIC YPW PR Return Date, the system will post both dates in the appropriate fields in the APRF.

b. The following instructions for the preparation of DIC YPW cards apply to the processing of a Walk-Thru PR.

(1) The IM will prepare six YPW cards and attach them to the SF 36. DP&P will input the first card after annotating the buyer/branch code.

(2) The following data elements must be annotated on the DIC YPW cards on Direct Delivery Walk-Thru PRs before Walk-Thru is accomplished:

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Document Identifier Code	1-3	Enter DIC YPW.
PR Number	5-18	Enter the PR Number to which the transaction applies.

c. The following instructions for the preparation of DIC YPW transactions apply to the processing of PRs suspended (returned) to DSO from DP&P or DTO subsequent to their receipt in DP&P.

(1) DSO personnel are required to submit a DIC YPW transaction to reinstate the PR to DP&P.

(2) DSO personnel are cautioned that a reinstatement action will reject on the Update Reject List, appendix F-228, if there is no Return Date in the APRF or if the Reinstatement Date entered is earlier than the Return Date previously input to the APRF.

(3) The following data elements must be annotated on the DIC YPW card before input to the computer:

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Document Identifier Code	1-3	Enter DIC YPW.
PR Number	5-18	Enter the PR Number to which the transaction applies.
PR Reinstatement Date	62-66	Enter the date the PR was reinstated to DP&P. (See subparagraph a(2) above.)
Source Code	78-80	Enter alpha 0 in pos. 78 and ORC in 79-80. For DPSC only: Enter H (C&T), I (Subs), or O (Med) in pos. 78 and ORC in pos. 79-80.

d. The following instructions for the preparation of DIC YPW transactions apply to the processing of PRs suspended (returned) to DSO from DP&P or DTO and require returning (suspension) to DTO. These PRs have previously been received in DP&P.

(1) This transaction, identified as a return to action, must be made even if the PR was never previously charged to DTO. For example, a Reason for Return Code must be used when charging the PR to DTO even when that directorate had never previously been charged with that PR. In this case the word return is not used to imply that the PR was charged to DTO previously.

(2) The following data elements must be annotated on the DIC YPW card before input to the computer:

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Document Identifier Code	1-3	Enter DIC YPW.
PR Number which the transaction applies.	5-18	Enter the PR number to

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
PR Returned to Code	49-52	Enter the code of the directorate to which the PR was returned for action. Position 49 must be either S - Technical Operations or C - Comptroller.
Reason for Return	53-54	Enter the code describing the reason the PR was returned. Mandatory entry if pos. 49-52 completed.
PR Return Date	55-59	Enter two digit calendar year and three digit day entry required. Entry mandatory when pos. 49-52 completed.
Source Code	78-80	Enter alpha 0 in pos. 78 and ORC in 79-80. For DPSC only: Enter H (C&T), I (Subs) or O (Med) in pos. 78 and ORC in pos. 79-80.

4. DIC YPW transactions which reject will be output on the Update Reject List, appendix F-228.